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RECORDS MANAGEMENT DIVISION

Records file
4-2
ARO

29 September 1953

25X1

SECURITY OFFICE [redacted]

SUBJECT: Records Management Program

A records Management Program is being established throughout the Agency in order to improve standards with respect to the creation of records; the organization, maintenance and use of current records; and the disposition of inactive records.

25X1A9A In accordance with CIA Regulation [redacted] the Security Office is designating [redacted] as Area Records Officer and he will be responsible for carrying out that portion of the program relating to the Security Office.

25X1A9A All organizational levels of the Security Office are requested to co-operate and supply information required by [redacted] in performing his duties in this assignment.

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[redacted]
Executive Officer

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Distribution:
Staff, Div., and
Branch Chiefs

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